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Executive for Administration and Mana

Assistant Director for Operations

Increase in FBIB T/O

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1. On 25 June 1948 the Office of Collection and Dissemination submitted for comment to the IAC member agencies, a document prepared by FBIB entitled: "Proposed Projects for the Application of Quantitative and Graphic Techniques to the Factual Analysis of Soviet Broadcast Material" (Tab A).

2. On 27 August 1948, representatives of the Departments of State, Army and Navy, Office of Collection and Dissemination (CIA), Office of Reports and Estimates (CIA), Office of Operations (CIA), and FBIB (CIA) met to discuss the FBIB document referred to above. At this meeting it was proposed that FBIB:

a. Initiate at the earliest practical date a continuing quantitative analysis of propaganda emanating from the USSR in radio broadcasts;

b. In addition to or in conjunction with the Weekly Survey of USSR Foreign Broadcasts, prepare periodic reports wherein selected categories of Soviet propaganda are to be presented in graphic or tabular form with attendant narrative discussion thereof;

c. Prepare additional special reports relative to special topics, situations or problems of the character mentioned in paragraph b. above, in response to specific collection directives of IAC member agencies;

d. Request the establishment of a five-man committee from the IAC member agencies to serve in an advisory capacity in connection with this project.

3. It was concluded by the representatives of the IAC agencies attending this conference that such reports would be of definite value to the intelligence agencies of the United States Government, and it was agreed that FBIB, upon receiving approval from the Director of CIA, should implement the proposal as stated.

4. It is recommended that FBIB proceed with the preparation of reports applying quantitative and graphic techniques to the factual analysis of Soviet broadcast material.

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To Executive for A&M

5. In order to provide adequate staff to implement this project, it is requested that the FBIB departmental personnel ceiling be increased from 118 to 124 for the remaining quarters of the fiscal year 1949, and that the FBIB Table of Organization be revised as indicated below:

SPECIAL REPORTS DIVISION

Add: 1 P-5 Analyst

1 P-4 "

1 P-3 "

2 P-2 "

1 P-1 JPA

6. A description of the duties to be performed by the personnel requested in paragraph 5 is appended (Tab B).

Encls. (2)

Tab A

Tab B

Distribution:

Addressee: Orig. & 1

O/O: 2

Ret. FBIB: 1

Admin.: 1

LBS:gmr

Concur: (paras 3 & 4 only)

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TAB "B"

POSITION DESCRIPTION

P-1 (JPA)

Under general supervision of Intelligence Analyst(s) of higher grades, is responsible for percentaging the coded broadcast material, for the construction of selected charts, graphs and tables, and for assisting in the preliminary compilation of foreign broadcast material to be used by higher grade analysts in the preparation of special projects and studies. This requires some background in the field of intelligence collection and reporting, particularly in that of monitored broadcasts, familiarity with the methods of constructing charts, graphs, and tables, and demonstrated adaptability in pursuing assignments.



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POSITION DESCRIPTION

P-2:

Under general supervision of intelligence analyst(s) of a higher grade, is responsible for coding selected monitored broadcasts by a prescribed list of subject categories, symbols and slogans—the results of which coding comprise the basic data for the preparation of charts, graphs, tables and statistics that are applied to the factual analysis of monitored broadcast material.

Also under general supervision, is responsible for assisting in the conduct of special projects and studies on one of three geographic areas, i.e., Far East, European, or Latin America, for the purpose of making analyses, evaluations and selections of intelligence information from the volume of intercepted foreign broadcast material supplied by the various FBIS monitoring stations throughout the world, and preparing reports, for review by higher grade analysts, concerning political, economic, social, military, racial, technical, religious and related activities, situations, trends and events in accordance with specific project requirements in response to the intelligence requirements and needs of CIA and other U. S. Government Intelligence Agencies. This requires a general background of research experience, a knowledge of at least one of the above-mentioned subject fields, a working knowledge of the geographic area to which assigned, and a specific knowledge of research in the application of meaning categories to verbal material, in order to work with and assist higher grade analysts in making selections and preparing reports, and to code the selected broadcast material for use by higher grade analysts.

Assists in the constant review and analysis of incoming intercepted material in the light of known requirements of CIA and other U. S. Government Intelligence Agencies in order to correlate and evaluate this material for dissemination to these offices for their study and possible inclusion in current projects and reports or for consideration in the preparation of future intelligence plans and projects. Consults with higher grade analysts on any problems or difficulties arising in connection with the above selection, correlation, evaluation and coding activities. Locates and assembles supplementary or background material as required for the completion of special reports and performs related duties as assigned.

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POSITION DESCRIPTION

P-3:

Under general direction of the Chief, Special Reports Division, assists in the conduct of quantitative and qualitative analysis and the preparation of special projects, studies, and reports concerning world happenings and events, as required by CIA and other U. S. Government intelligence agencies. Information utilized for preparation of these reports is obtained from review and analysis of a vast amount of material forwarded to FBIS Washington as a result of the monitoring of foreign radio broadcasts throughout the world.

On the basis of an analysis of U. S. Government intelligence requirements, assembles, correlates and selects material and prepares reports concerning political, economic, social, military, racial, technical, religious and related topics as reported by foreign broadcasts from various geographic areas. This requires a general background of intelligence experience, a knowledge of one or more of the above-mentioned fields, ability to correlate and analyze material in terms of requirements, and some knowledge and experience in applying quantitative and graphic techniques to the factual analysis of verbal or propaganda material, in order to cull the vast amount of incoming material and prepare reports based on the evaluation of subject matter from a specialist's point of view.

Serves as a research analyst with responsibility for locating and assembling supplementary or background material as required for completion of reports, and performs related duties as required.

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POSITION DESCRIPTION

P-4:

Under general direction of the Chief, Special Reports Division, is responsible for the conduct of special projects and studies on one of three geographic areas, i.e., Far East, Europe, or Latin America for the purpose of analyzing, evaluating and selecting intelligence information from the volume of intercepted foreign broadcast material supplied by the various FBIB monitoring stations throughout the world and prepares detailed reports concerning political, economic, social, military, racial, technical, religious, and related topics in accordance with specific project requirements as established by CIA and other U. S. Government intelligence agencies.

This requires a general knowledge of world affairs, a special knowledge of one or more of the topics mentioned above, a familiarity with the geographic area to which assigned, and knowledge and experience in the application of quantitative and graphic techniques to the factual analysis of propaganda or other verbal material, and in the preparation of reports based on derived data.

Serves as research analyst with responsibility for locating and assembling supplementary or background material as required for completion of special reports, and performs related duties as required.

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POSITION DESCRIPTION

P-51

Under general direction, serves as Section Chief, Special Reports Division (PBIB), with responsibility for planning, organizing and directing the preparation of special reports which involve quantitative and graphic techniques. These reports present in quantitative form the factual analysis of monitored broadcast material, concerning political, economic, social, military, racial, technical, scientific, religious, and related topics in geographic areas throughout the world. These reports are used as a basis for preparation of, or are included in major studies and projects developed by CIA and other U. S. intelligence agencies.

Serves as special representative of the Chief, Special Reports Division, PBIB, in meetings and conferences with branch chiefs and staff members of the CIA and officials of other U. S. Government intelligence agencies, thereby securing firsthand knowledge of their needs relative to quantitative and graphic analysis of monitored broadcast material.

Critically reviews reports and studies prepared by lower grade intelligence officers and directs the selection of supplemental data for their revision and completion in final form for dissemination through established channels to CIA and other U. S. Government agencies.

Directs the review, analysis, selection and initial evaluation of foreign broadcast material to be incorporated in special reports, the preparation of which involves the application of quantitative and graphic techniques, and is responsible for establishing categories for such analysis.

Must have a general background and knowledge of foreign geographic areas, some experience in the field of intelligence collection and reporting, particular knowledge and experience in the application of quantitative and graphic techniques to the factual analysis of propaganda or other verbal material in order to prepare analytical studies and reports. Performs related duties as required.

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